

CENTRAL FOOTWEAR TRAINING INSTITUTE, CHENNAI

FUNCTIONS AND DUTIES

(under clause 4(1) (b) (i) of Right to information Act, 2005)

CFTI, Chennai started its functioning in 1957 and converted as a Govt. of India society since 1996 and primarily involved in human resource development for footwear and allied industry through its various Long term, Short term and specialized training programme as part of outreach programme and need based skill training centres has been started at various places of tamilnadu to conduct Skill training courses. The main functions and duties of CFTI, Chennai are as follows:

- To train personnel in footwear technology as per the requirements of the trade and industry
- To provide training facility to trainees in the Footwear and allied Industry with a view to upgrade their skills
- To introduce modern technology in footwear design/Industry
- To undertake courses in Management of Footwear Industry
- To assist and promote technology up-gradation in footwear industry
- To design & develop moulds and dies for the Footwear Industry
- To develop products and design with a view to secure advantage in export production
- To foster appropriate linkages between CFTI & Industry for utilization of existing capacity and their up-gradation
- To establish linkages with educational, research and developmental institutions and to collaborate with them in training, research and development
- To organize databases and information dissemination on footwear technology, export marketing, etc., and to establish suitable library and Resource Centre for trainees and industry

CENTRAL FOOTWEAR TRAINING INSTITUTE, CHENNAI

1.4 NORMS FOR DISCHARGE OF FUNCTIONS [Section 4(1)(b)(iv)]

(i) Nature of functions/ services offered:

1. Footwear Manufacturing Technology training
2. Common Facility Services
3. Consultancy Services

(ii) Norms/ standards for functions/ service delivery:

This is a ISO:9000:2015 certified Institute and the norms, standards for functions and service delivery are followed as per the same.

(iii) Process by which these services can be accessed:

1. Our website
2. Facebook
3. Twitter
4. Footwear Chronicle
5. In Person

(iv) Time-limit for achieving the targets:

1. For training: Duration of the course from 1 month to 2 years
2. For Common Facility Services: As per the need of the customer.

(v) Process of redress of grievances:

Grievances boxes are installed in vital points of the Institute campus. They are opened fortnightly and the same are addressed by the Director.

CENTRAL FOOTWEAR TRAINING INSTITUTE, CHENNAI

1.6 Categories of documents held by the authority under its control

[Section 4(1)(b) (vi)]

(i) Categories of documents:

1. Personnel Policy Manual
2. Recruitment Rules
3. Society Registration

(ii) Custodian of documents/categories

Director

CENTRAL FOOTWEAR TRAINING INSTITUTE, CHENNAI

1.7 Boards, Councils, Committees and other Bodies constituted as part of the Public Authority **[Section 4(1)(b)(viii)]**

(i) **Name of Boards, Council, Committee etc:**

This Institute is ruled by a Governing Council comprising of Officers of DC, MSME, State Government, Government Institutions, Associations and Footwear Industrialists. The council is headed by The Development Commissioner, MSME as Chairman.

(ii) **Composition:**

LIST OF MEMBERS OF THE GOVERNING COUNCIL OF CFTI, CHENNAI

S.No	GC Members	Position
Representatives from Govt. of India		
1	Additional Secretary & Development Commissioner Office of DC(MSME), Nirman Bhawan, Moulana Azad Road, New Delhi – 110 108	President of the Society and Ex Officio Chairman of GC
2	JDC / Director (Leather) Office of DC MSME (as coordinating Officer for CFTI Chennai) Nirman Bhawan Moulana Azad Road, New Delhi – 110 108	Member
3	Economic Advisor / Director / Dy. Secretary (IF Wing) Ministry of MSME, Nirman Bhawan, New Delhi – 110 108	Member
4	The Director MSME Development Institute, Govt. of India, Ministry of MSME, 65/1, G.S.T. Road, Guindy, Chennai-600 032.	Member
Representatives from State Government		
5	The Director of Industries & Commerce Govt of Tamil Nadu No.36, South Canal Bank Road, Mandavelipakkam, Raja Annamalaipuram, Chennai – 28	Member
6	The Director of Technical Education DOTE Campus Sardar Patel Road, Guindy, Chennai – 600 025	Member

Representatives from Government Institution

7	Shri. Goutham Gopal Krishnan Scientist Central Leather Research Institute, Adyar, Chennai - 600 020	Member
8	Shri. Mohamed Sadiq Head Design Studio Central Leather Research Institute, Adyar, Chennai - 600 020	Member
9	The Executive Director Council for Leather Export CMDA Tower – II, 3 rd Floor, Gandhi Irwin Bridge Road Egmore, Chennai – 600 008	Member
10	The Managing Director Footwear Design & Development Institute A - 10 / A, Sector 24, Gautam Budh Nagar, Noida, Uttar Pradesh 201301 Ph: 0120 - 2411335	Member
11	The General Manager NSIC Technical Service Centre B – 24, Industrial Estate Ekkaduthangal, Chennai – 600 032	Member
12	The Director Central Footwear Training Institute C 41-42, Site “C” Industrial Area Sikandra, Agra – 282007, Uttar Pradesh (U.P)	Member

Representatives from Association

13	The Executive Director Indian Shoe Federation, 3rd Floor, C.M.D.A Tower II, Gandhi – Irwin Bridge Road Egmore, Chennai – 600 008	Member
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Representatives from Industries

14	Shri. S.M.Rafeeqe Ahmed/Shri.Irshad Ahmed Mecca Chairman M/s Farida Shoes, 15/14, Mount Poonamallee Road, Ramapuram, Chennai – 600 089	Member
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15	Shri. Sriharsha Managing Director For Supreme Overseas Exports&Sura Leathers Pvt Ltd No 11/1, 24 th 'A' Cross, K.R Road, 2 nd StageBanashankari, Bangalore – 560 070	Member
16	Shri. Bhaskaran Founder and Director of PR Group of Companies & Vice President of AFCAMMI AJ 59, 3rd Street, Anna Nagar,Chennai - 600 040, Tamil Nadu. India	Member
17	Shri. K.R. Vijayan Chairman & M.D M/s Good Leather Shoes Pvt Ltd 1 st Floor, No. 16, Thiruvengadam Street Periamet, Chennai – 600 003	Member
18	Shri. Abijit Sett M/s Ankur Footwear Private Limited Essar Building, No. 162, Kundrathur High Road Gerugambakkam, Chennai – 602 101	Member
19	Shri. Ashwan Singh Managing Director M/S Radhika Exports (P) Ltd TS – 70, Industrial Estate, Ekkaduthangal Chennai – 600 097	Member
20	Shri. Nalin Gupta Managing Partner / Director XO Footwear Pvt Ltd A - 122, Mangolpuri Industrial Area, Phase – II New Delhi - 110034	Member
21	Shri. P.V. Prathap, Managing Director ISIS Exports Pvt Ltd, 99 & 100, Second Link Road, First Main Road Nehru Nagar, Industrial Estate, Kottivakkam Chennai – 600 041	Special Invitee
22	Shri. Sivavilvaselvan M/s P.A Footwear Pvt Ltd No. 51, 1 st Phase, 2nd Cross Street V.G.N Nagar, Nolambur, Chennai – 600 095	Special Invitee

23	Shri. Magesh Kumar Managing Director M/s Future Well Shoes Pvt Ltd & Lloyd Shoes Pvt Ltd S.F.No. 251/3, Nellorepettai Panchayat, Lingundram Village, Gudiyatham, Vellore District	Special Invitee
24	Shri. Atul Kumar Nagrath Head - Footwear Operations M/s Tata International Limited Chennai	Special Invitee
25	Smt. Asma Yasmin Firdous Apartment 3rd Floor, 25/11, Cenotaph First Street Teynampet, Chennai - 600 018	Special Invitee
26	The Director CFTI No 65/1, GST Road, Guindy, Chennai - 600 032	Member Secretary

(iii) Dates from which constituted:

The present GC was constituted during 2014.

(iv) Term/ Tenure:

3 Years

(v) Powers and functions:

1. Approval of administrative and financial powers.
2. Ratification of decisions made by the Chairman.
3. Review of Annual / Audit Reports.
4. Fixation of physical and financial targets of the Institute.

(vi) Whether their meetings are open to the public?

No

(vii) Whether the minutes of the meetings are open to the public?

No

(viii) Place where the minutes if open to the public are available?

Not Applicable

CENTRAL FOOTWEAR TRAINING INSTITUTE, CHENNAI

1.11 No. Of employees against whom Disciplinary action has been proposed/ taken
(Section 4(2))

No. of employees against whom disciplinary action has been

(i) Pending for Minor penalty or major penalty proceedings:

1. Shri. V. Ramar, STO
2. Shri. A. Arulnathan, JTO

(ii) Finalised for Minor penalty or major penalty proceedings:

Shri. E. Saravanamoorthy, Mechanic
